

Reconcile Timecard and Exceptions Overview

Reconcile Timecard View Loaded 2:19PM Current Pay Period AL-All Home and Transfer...

Select All Rows Column Selection Filter Timekeeping Schedule
Refresh Share Go To

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Long Break	Short Break	Unsched Hours	Holiday...	Totals Up To Date
Exempt5, Edwar...											✓
Manager5, Junio...	✓										✓
Newby5, NeilA											✓
Punch5, PennyA	✓										✓
Stamp5, BandyA									✓		✓

Name

Identifies the Employee.

Exceptions

Check marks in the various columns above indicate exceptions that do not conform to your organization's pay rules. Exceptions might include missed punches and overtime.

Time Period

Defines the Time Period that is viewed.

Show

Identifies the Employees that appear.

1. The **Reconcile Timecard View** is the default view for the Manager workspace.
2. From the Show drop-down, select **AL-All Home and Transferred In** or the option that contains the employee view desired.
3. The Time Period field defaults to **Current Pay Period**. Change if needed. A list of employees displays. Any check marks within the columns, such as Unexcused Absence, Missed Punch, etc., indicate an exception and need to be reviewed by the manager on a daily basis.
4. Select one or more employees by holding the **Ctrl key** and clicking each employee's name. Select **Go To>Timecards** to display the employee's timecard.

Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
SICK LEAVE TAKEN	8:00	8:00AM							8:00	8:00	
		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
		7:00AM	11:00AM		12:00PM	4:00PM		8:00	8:00	24:00	8:00AM-5:00PM
		8:00AM	12:00PM		1:00PM			4:00	4:00	28:00	8:00AM-5:00PM
		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	36:00	8:00AM-5:00PM

Colors enable exceptions to be easily recognized on the timecard. By holding the mouse over the exception, the reason the timecard was flagged appears, such as "Early Out". The following indicators are typical exceptions:

Purple text	Information generated from the system.
Solid red box	Indicates a missed In or Out punch.
Green bar inside a cell	Indicates missing time that a manager has marked as reviewed.
Red bar inside a cell	Indicates an exception such as a late punch. Hover the mouse over the cell for more information.
Red bar inside a date cell	Indicates an unexcused absence.
Blue bar inside a date cell	Indicates an excused absence, such as a holiday or leave time.
Blue bubble	Indicates a comment was added. Hover the mouse over the bubble to view the comment.

Reconcile Timecard and Exceptions - Managers



Adding Missed Punches

- 1 Click the cell containing the exception.
- 2 Enter the appropriate punch (In, Out, In/Out)
- 3 Click **Save**.

In	Transfer	Out	Shift
8:00AM		12:00PM	
1:00PM		Sp	4:00

Marking Exceptions as Reviewed

- 1 Right-click the cell containing the exception.
- 2 Click **Mark as Reviewed**.
- 3 Click **Save**.

Punch Actions

Date: 11/04/2015
 Time: 7:00AM
 Time Zone: (GMT -06:00) Central Time (USA; Canada)
 Exceptions: Early In
 Last Edit Date: 11/20/2015
 Edit Made By: Manager1, JohnA

Mark As Reviewed
 Edit
 Comments
 Justify Exception

Adding Comments

- 1 Right-click the cell containing the exception.
- 2 Click the **Comments** icon.
- 3 From the **Select Comment** drop-down, choose a comment.
- 4 Click **OK**.
- 5 **Save** the timecard.

Comment

Comments (0)

Select Comment

Search

Early - Approved
 Early - Unapproved
 Excused - Network or Clo...
 Family Care

Add

Cancel OK

Deleting Punches

- 1 Select the duplicate punch.
- 2 Press the **Delete** key on your keyboard. Then press the **Tab** button.
- 3 Click **Save**.

8:00AM	8:02AM
	12:00PM
1:00PM	5:00PM

NOTE: It is a good idea to attach the **Multiple Punches** comment to the duplicate punch before deleting it so that the reason for the deletion will be logged in the Audit trail.

Timecard Approval

Managers should review each exception daily prior to the end of each pay period. Once this process is complete, the manager should approve each timecard.

- 1 Open the **Approve Timecard** icon.
- 2 Select **Approve Timecard**.

NOTE: If the employee has first approved the timecard, the color of the timecard will change to light green. If the employee has not approved, the color will be light tan.

Exempt1, EdwardA 10101

Approve Timecard
 Sign Off
 Accruals Actions

Approve Timecard
 Remove Timecard Approval

Adding Non-Worked Time

- 1 Click the **Pay Code** drop-down.
- 2 Select the appropriate pay code from the **Pay Code** drop-down list.
- 3 In the **Amount** field, enter the number of hours using an acceptable format.
- 4 Click **Save**.

	Date	Pay Code
+ x	Sun 11/01	
+ x	Mon 11/02	Please Choose:
+ x	Tue 11/03	MILITARY LEAVE - FLL MILITARY LEAVE - STA MILITARY LEAVE WITH PERSONAL LEAVE TA PROJECT TRACKING
+ x	Wed 11/04	SICK LEAVE TAKEN
+ x		SUSPENSION ULLWP - Tracking
+ x	Thu 11/05	